

**Minutes  
Personnel Committee Meeting  
Board of Directors of the Virginia Economic Development Partnership  
March 9, 2023  
8:15 a.m.**

**901 East Cary Street  
James Center One, 9<sup>th</sup> Floor – Monroe Room  
Richmond, VA 23219**

**Call to Order**

The meeting was called to order at 8:15 a.m. by Chair John Hewa.

Committee Members Present: Chair John Hewa, Carrie Chenery, Stephen Edwards, Bill Hayter, April Kees, and Marianne Radcliff

Other Board Members: None

VEDP staff present: Melissa Cox, Nicole David, Jason El Koubi, and Angie Jenkins

Guests present: None

**Welcome and Public Comment Period**

Chair Hewa asked for public comments. There were none.

Chair Hewa thanked the Committee members for agreeing to serve.

Chair Hewa spoke about the Committee's charge to support the CEO evaluation process.

Chair Hewa shared that he would like to develop a Committee workplan. He asked members and staff to submit any details that should be included in the plan.

Mr. El Koubi thanked Mr. Hewa for his leadership and for taking tremendous care with the details of the process.

### **Closed Meeting**

The Personnel Committee went into closed session Pursuant to Subdivision A 1 of §2.2-3711 of the Code Virginia, which allows for the discussion of the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific employees of the Board.

A motion was made by Mr. Edwards, seconded by Ms. Kees, and unanimously adopted by the members.

### **Back in Open Meeting, Certification of Closed Meeting – Followed by a Roll Call vote:**

Upon the vote:	Mr. Hewa	Aye
	Ms. Chenery	Aye
	Mr. Edwards	Aye
	Ms. Kees	Aye
	Ms. Radcliff	Aye

### **Other Topics, Adjournment, and Next Meeting**

Chair Hewa stated that the Committee would meet in the coming months, date(s) and time(s) TBD. He thanked VEDP staff for their support in preparing for today's meeting.

There being no further business, Chair Hewa adjourned the meeting at 8:55 a.m.

Respectfully submitted,

Nicole David  
Acting Recording Secretary